



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

EXECUTIVE COMMITTEE MEETING MINUTES

November 2, 2009

Approved
3/1/2010

MEMBERS PRESENT	MEMBERS ABSENT	MEMBERS ABSENT (Cont.)	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Carla Bailey, <i>Co-Chair</i>	Al Ballesteros	Lee Kochems	Michael Green	Jane Nachazel
Anthony Braswell, <i>Co-Chair</i>	Eric Daar	Brad Land		Glenda Pinney
Angélica Palmeros	Nettie DeAugustine	Mario Pérez		Jim Stewart
	Whitney Engeran-Cordova	Kathy Watt	PUBLIC	Craig Vincent-Jones
	Jeff Goodman	Fariba Younai		Nicole Werner
	Michael Johnson		None	

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Meeting Agenda, 11/2/2009
- 2) **Minutes:** Executive Committee Meeting, 9/28/2009
- 3) **Agenda:** Commission on HIV Meeting Agenda, 11/12/2009
- 4) **Memorandum:** Materials for the Commission's Annual Meeting, 10/21/2009
- 5) **Letter:** Invitation to Participate in Commission on HIV Annual Meeting, 10/27/2009

1. **CALL TO ORDER:** Mr. Braswell called the meeting to order at 10:10 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Postponed*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the 9/28/2009 Executive Committee Meeting minutes, as presented (*Postponed*).
4. **PARLIAMENTARIAN REMARKS:** There were no remarks.
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
6. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
8. **CO-CHAIRS' REPORT:**
 - A. **2009 Annual Meeting:**
 - The Annual meeting will be 11/12/2009, 8:30 am to 5:00 pm, at the California Endowment. Donna Yutzy will facilitate.
 - The overall subject will be partnerships and collaboration with focus on:
 1. **Future of HIV in Health:** Subjects include Ryan White reauthorization on 10/30/2009, health care reform and AIDS Drug Assistance Program (ADAP), including a report on the statewide ADAP Summit on 10/10/2009.
 2. **Local Collaborations:** Invitations have been sent to the State Office of AIDS, the Los Angeles City AIDS Coordinator's Office, the Prevention Planning Committee, Health Districts, HOPWA and other County departments. Invitations may be sent to some select local elected officials like Gil Cedillo, John Perez and County Supervisors.
 3. **Primary Local Partnership:** The Commission and OAPP will present on their respective roles and responsibilities followed by a presentation on the MOU.

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- Co-Chairs will delegate authority of the annual meeting to Ms. Yutzy and Mr. Stewart.
- Rules of engagement will be followed, e.g., limiting the number of times people speak, the length of each comment, and ensuring public comment does not devolve into dialogue.
- The following will be read and posted prominently: rules of engagement, mission statement and vision statement.
- The MOU will be presented in sections. Discussion will proceed section by section so, if there is dispute about some section(s), the others can still be approved.
- Agreed to add a separate motion under “Implementation and Next Steps” and delete the redundant 12.E.
- Add to agenda: “All agenda items are subject to action. Public comment will be invited for each item.”
- Insert 12.C. “Implementation of Roles and Responsibilities” and move other items down one.
- Mr. Vincent-Jones will email Dr. Green the Commission’s Roles and Responsibilities presentation, and Dr. Green will email Mr. Vincent-Jones OAPP’s presentation for mutual review over the weekend.
- Ms. Yutzy will maintain a “parking lot” for off-topic questions.

B. Memorandum of Understanding (MOU):

- Dr. Green reported Jonathan Freedman was reviewing the MOU and has raised no concerns to date. The document forwarded to him was edited to reduce the length of the draft version, but Dr. Green felt it retained its substance.
- The Project Officer also reviewed the MOU for HRSA concurrence with delineated or shared roles and responsibilities.
- Mr. Vincent-Jones noted the planning council can go beyond HRSA required activities barring and contradictions to regulation.
- Dr. Green hoped the MOU would be available shortly to facilitate a Commission-OAPP pre-meeting to review it. Mr. Vincent-Jones noted the MOU and presentation were needed by 11/6/2009 for Annual Meeting preparation.
- All emphasized it was key to go beyond “sides” in Commission-OAPP dialogue to present a united front for upcoming challenges. Two key issues are the MOU itself and its implementation. which is likely to be the more debated aspect.

9. EXECUTIVE DIRECTOR’S REPORT: There were no additional comments.

10. OAPP REPORT:

- The Benefits Specialty RFP is completing the County review process and expected to be released next week.
 - There were three responses to the SPA 1 RFP. All meet minimum qualifications so the review is moving forward. Implementation is expected by the beginning of March 2010.
 - Dr. Green reported the Part A application was submitted 10/29/2009. He feels it is the strongest to date. He cautioned some items are described to mirror HRSA expectations and might slightly differ from EMA implementation. The implementation plan will also necessarily change as the application had to be completed before finalization of State funding.
 - The Part A application will be included for reference at the Annual Meeting and presented at the December meeting.
- A. **FY 2009 Funding Cuts Implementation:**
- Dr. Green reported contractual work is done. Internal administrative budget matters are moving through County channels. OAPP staff cuts are being handled by Human Resources and are anticipated in December 2009.
 - The State Master Grant Agreement has not been received though Clarissa Poole-Sims said it would be out by 10/9/2009. OAPP is seeking the total amount of funds and their sources for reporting and to ensure spending in allowed categories.
 - Dr. Green has been told the Agreement will be available in the next four weeks, but OA currently has a lot on their plate.
 - Some additional funds are possible, but there is confusion about whether some funds were already identified for Long Beach or Pasadena. Additional funds must first go through the Board. TMP will likely absorb any that become available.

11. HIV EPIDEMIOLOGY REPORT:

- Mr. Vincent-Jones reported that, while local surveillance was preserved, state surveillance management is not entering data received—even though funds were allocated for it. The State must report data to the Federal government for grants.
- He is planning a conference call with OA, Douglas Frye, Director, HIV Epidemiology, and Kyle Baker, OAPP, on the issue.
- Dr. Green added the supplemental part of Part A now requires demonstration of linkage to care. OA is not enforcing the mandate to report CD4 and viral load testing in eHARS, which undermines the ability to demonstrate people are in care. The County may need to act independently if the State does not address the problem of inconsistent reporting.

12. PREVENTION PLANNING COMMITTEE (PPC) REPORT:

- Mr. Vincent-Jones will initiate regular presentations at the monthly PPC meetings.
- Integration Task Force meetings continue. A key focus will be new prevention aspects of the reauthorized Ryan White Act.

13. CONSUMER CAUCUS REPORT:

- A. **MCC Transition Focus Group:** Ms. Yutzy will present on MCC at an 11/2/2009 dinner meeting.

14. STANDING COMMITTEE REPORTS:

A. **Standards of Care (SOC):**

1. **Standards of Care:**

- Mr. Vincent-Jones reported the Committee expects to complete the last few public comment periods shortly.
 - Medical Outpatient (MO) public comment has been extended to ensure apt reflection of Treatment Education and Medical Nutrition Therapy, OAPP comments and Medical Outpatient Caucus comments from Quentin O'Brien.
 - The separate Treatment Education standard pertains to distinct population needs while Treatment Education within MO pertains to Treatment Adherence Counseling. The latter term will be used to better distinguish those services.
 - Medical Nutrition Therapy is encouraged, but not required, within MO which includes a screening for referral.
 - Early Intervention Program review will ensure its distinction from MO as bringing people to their "medical home."
 - A regular three-year review cycle will be scheduled once all standards have been approved with those pertaining to MCC reviewed first. The Committee will also develop criteria for triggering an out-of-cycle review.
 - Mr. Vincent-Jones noted he has not previously heard concerns about the process, which includes OAPP participation and emphasizes open comment with detailed Committee review of every comment received.
 - Ms. Palmeros added contracts state they are consistent with standards of care though contract requirements tend to be stated more simply. She believes implementing standards is both realistic and necessary, but the advent of fee-for-service is exacerbating the discussion by dissecting the service into each of its aspects.
 - Mr. Vincent-Jones noted standards were based on existing contracts, so could not be inherently cost prohibitive. MO has been reviewed multiple times. The Committee only put forward higher requirements when it felt they were absolutely necessary and with the understanding that they might not be achieved immediately.
 - Some things are basic health requirements like referral to specialty care, which was questioned by Mallory Witt.
 - He added the Committee cannot be responsible for what is in the rate study as they have never had access to the later revisions.
 - HRSA often leaves determination of whether the administrative agency, the planning council or both should address a specific subject to the EMA. While OAPP may feel the Commission has assumed too much responsibility, all Commission initiatives have been developed in open meetings with OAPP participation and reported at the Commission. For example, Evaluation of Service Effectiveness has been under development for years.
 - The Commission focuses on the system of care with the expectation OAPP is focused on providers. Communication is good within committees, but seems not to translate to management levels at OAPP.
- ➡ Dr. Green said he believed Jennifer Sayles' MO public comments were the last from OAPP, but would follow-up.

2. **Evaluation of Service Effectiveness:** There was no additional discussion.

B. **Priorities and Planning (P&P):**

1. **Revised FY 2010 Allocations:** Revision work continues. Key issues are priorities in light of shrinking funds, cuts to related services, and effective threshold funding for service categories.

C. **Joint Public Policy (JPP):**

1. **Ryan White Reauthorization:** There will be an Annual Meeting presentation on the 10/30/2009 reauthorization.
2. **State Budget 2009/10 and 2010/11:** There is likely to be nothing new for the Annual Meeting.
3. **Health Reform:** There will be an Annual Meeting presentation on developments in health reform.
4. **ADAP Summit:**
 - There was a meeting with the State Department of Finance and stakeholders statewide on 10/28/2009. While the Governor supports ADAP, the deficit is now \$10 billion and likely to rise. The Department is open to any ideas.
 - The 11/10/2009 Summit will seek ways and means to preserve ADAP including closer coordination with the State.

D. **Operations:**

1. **Member Nominations:** The Committee will present renewal applications at the Annual Meeting and anticipates bringing forward some new commissioner applications in December 2009.

15. NEXT STEPS: There was no discussion.

16. ANNOUNCEMENTS: There were no announcements.

17. ADJOURNMENT: The meeting was adjourned at 12:19 pm.